



SUBAIR K.M

ACCOUNTANT

OBJECTIVE

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

CONTACTS



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+91 9846366754 (INDIA)



subairk.m143@gmail.com



Bur Dubai, Dubai, UAE

ACCOUNTNG PACKAGE

TALLY ERP-09	● ● ● ● ●
PEACH TREE	● ● ● ● ●
MS Office	● ● ● ● ●
ACROBIS	● ● ● ● ●



EXPERIENCE

- **(Three Years of Experience in INDIA and Eleven Month of Experience in UAE)**

1.Accountant at Smooth General Trading LLC, Bur Dubai,UAE.

(February 2020 to till Date)

⌘ Finalization of Accounts. ⌘ VAT Preparation and E Filing. ⌘ Bank reconciliation, payable and receivable reconciliation, and inter-company reconciliation. ⌘ Obtain a monthly statement of account from suppliers, reconcile, and report to Management. ⌘ Prepare payments for suppliers. ⌘ Keeping financial control records for receipts / expenditure. ⌘ Managing the receipts and deposits of cash transactions. ⌘ Managing the timely collection of rents and dues liaising with tenants and arranging the tenancy contacts

2.Accountant at HONDA MOTOR BIKE Kerala, INDIA.

(January 2017-January 2020)

⌘ Prepared monthly profit/loss statement. ⌘ Collaborate with auditors during audit processes. ⌘ Generated and balanced accounts payable reports to vendor statements. ⌘ Created and maintained a file system to easily access vendor documents. ⌘ Maintained petty cash. ⌘ Finalizing Financial Statements. ⌘ Office Administration & Credit Control.

PERSONAL INFORMATION

Date of Birth : 10/06/1994
Father's Name : MonunniMeeran
Passport Number : L8935297
Visa Status : Visit Visa
Nationality : Indian
Languages Known :

English ██████████

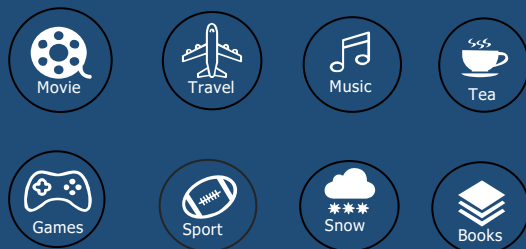
Arabic ████████

Hindi ████████

Tamil ████████

Malayalam ██████████

HOBBIES



EDUCATION

BACHELOR DEGREE
B.com(Calicut university)

DCFA(Diploma in computerized Financial Accounting)

HIGHER SECONDARY SCHOOL LEAVING CERTIFICATE
Humanities

DECLARATION

I hereby declare that the statement I mentioned above is true and correct to my knowledge and belief.

SUBAIR K.M